[Date]

[Policyholder Name]
[Mailing Address]
[City, State, Zip Code]

RE: Notice of Cancellation of Insurance Policy #[Policy Number]

Dear [Policyholder Name],

Please be advised that your insurance coverage for the property located at [Property Address] will be cancelled effective [Cancellation Date] at [Time, e.g., 12:01 AM].

This action is being taken due to non-compliance with the required property recommendations previously issued by our underwriting department on [Date of Original Recommendation Letter]. Specifically, the following safety or maintenance improvements were not completed within the allotted timeframe:

- [Description of specific recommendation 1]
- [Description of specific recommendation 2]

As these conditions increase the risk associated with the property and have not been rectified, we can no longer provide coverage under the terms of your policy.

Any unearned premium will be refunded to you or your mortgagee in accordance with the terms of your policy and local regulations.

We recommend that you secure alternative insurance coverage immediately to avoid any lapse in protection. If you complete the required repairs and provide proof of completion before the cancellation date, we may be willing to review your file for potential reinstatement.

Sincerely,

[Name of Representative/Underwriter]
[Company Name]
[Phone Number]

cc: [Mortgage Company Name, if applicable]